

## Job posting preview

<b>Bulletin Number</b>	45823BR
<b>Type of Recruitment</b>	Open Competitive Job Opportunity
<b>Department</b>	Assessor
<b>Position Title</b>	APPRAISER TRAINEE/REAL PROPERTY
<b>Exam Number</b>	G-1960-R
<b>Filing Type</b>	Standard
<b>Filing Start Date</b>	03/30/2015
<b>Filing End Date</b>	04/01/2015
<b>Filing End Time</b>	5:00 pm PST
<b>Salary Type</b>	Monthly
<b>Salary Minimum</b>	3485.12
<b>Salary Maximum</b>	3485.12
<b>Special Salary Information</b>	After successful completion of the training program, salary will be \$3,705.74 - \$6,368.92.
<b>Position/Program Information</b>	<p>The Appraiser Trainee program is a one-year program designed to prepare candidates for a career in real estate with the Los Angeles County Assessor's Office. The purpose of the training program is to teach trainees the theory of appraising and techniques of valuing real property for assessment purposes.</p> <p>Part of the year's training is devoted to classroom study and the balance of time is spent in the field making appraisals under the direction of experienced appraisers. This combination of theory and practical experience makes for an interesting and well-rounded training program. Under close supervision, Appraiser Trainees learn various appraisal methods which involve the application of appraisal principles and practices used in the valuation of real property for assessment purposes.</p> <p>After successful completion of the one-year training program, trainees will be eligible to advance to the position of Appraiser if certification requirements are met. To become certified, an Appraiser Trainee must successfully pass all phases of the training during the training year.</p>

## **Essential Job Functions**

Receives formal classroom and on-the-job training in real estate theories, principles, techniques, aspects of real estate appraisal work, property tax law, assessment practices, and departmental policies to provide for a fundamental basis of understanding of the real estate market and property tax law assessment methodology.

Learns the three professionally accepted approaches to value and how to obtain and utilize market information needed in each of the approaches to determine their estimate of fair market value.

Under close supervision, performs on-site inspections of new, altered, or additions to residential structures for the purpose of estimating their fair market value and assessment.

Operates an automobile, and possesses a valid California Class C Driver License, in order to carry out job-related essential functions.

Learns to take accurate measurements and descriptions, prepares scale diagrams of structures, compute area, and cost manual procedures that are required in performing the cost approach to value.

Learns to utilize departmental records, Property Data Base systems and its procedures to research assessment situations, and coordinate and enroll property tax assessments.

Learns how to process real property statements submitted by taxpayers that are required to be filed.

Learns how to evaluate taxpayers' inquiries, both verbal and written, in order to determine the appropriate action, such as assessment changes and assessment enrollment.

Prepares a formal narrative appraisals to demonstrate an understanding of appraisal theory and methodology, ability to reconcile the important factors affecting the marketability and value of subject property, and to decide its value estimate.

Reviews taxpayer files, records, or related documents in order to obtain information necessary to complete appraisals and assessments.

Communicates with supervisors, peers, and members of the public in order to answer questions, or gather, disseminate, and request information.

Collects, verifies, and examines market data for the purpose of completing appraisals and assessments.

## **Requirements**

**Selection Requirements:** A Bachelor's degree from an accredited\* college or university\*\*.

**Physical Class**

**Physical Class II – Light:** Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

**License(s) Required**

**License Information:** A valid California Class C Driver License is required to perform job-related essential functions. Appointees will be required to provide automobiles and drive them in the County service at the rate of compensation allowed by the Board of Supervisors.

A background check of successful applicants' driving records will be conducted before appointment becomes final. License must not be suspended, restricted, or revoked. AN APPLICANT WHOSE DRIVING RECORD SHOWS FOUR OR MORE MOVING VIOLATIONS WITHIN THE LAST TWO (2) YEARS WILL NOT BE APPOINTED.

Appointees will be asked to authorize the Assessor's Office to request proof of good driving record from the Department of Motor Vehicles.

**Desirable Qualifications**

Strong math, problem-solving, and communication skills.

Majors in business or finance are desirable although no specific major is required.

**Special Requirement Information**

**\*\*All applicants MUST submit an online application and MUST include official transcripts or diploma with the application at the time of filing. Your transcripts or diploma MUST indicate that you meet the Selection Requirements. If you are unable to attach the required documents, you may fax them to (213) 617-3009 within fifteen (15) calendar days from the "Filing End Date." Please include your name, exam number, exam title, and daytime phone number.**

**Applications submitted without the required documentation will be rejected as incomplete.**

Please note that applicants who will meet the Selection Requirements AND can provide documentation by **July 31, 2015** may also apply, and must clearly state the expected date of graduation on the application to qualify. The names of these applicants will be withheld from certification until all requirements are met and a copy of the diploma or official transcripts are submitted.

All selected candidates **MUST** furnish their **official** college transcripts prior to their appointment.

**CERTIFICATION:** Appointees **MUST** meet certification requirements established by the California State Board of Equalization within one (1) year of employment.

## **Accreditation Information**

**\*Accreditation:** Accredited institutions are those listed in the publications of regional, national or international accrediting agencies which are accepted by the Department of Human Resources. Publications such as American Universities and Colleges and International Handbook of Universities are acceptable references. Also acceptable, if appropriate, are degrees that have been evaluated and deemed to be equivalent to degrees from United States accredited institutions by an academic credential evaluation agency recognized by The National Association of Credential Evaluation Services or the Association of International Credential Evaluators, Inc. (AICE).

## **Examination Content**

Candidates for Appraiser Trainee must pass a qualifying written test covering vocabulary, grammar and punctuation, reading comprehension, arithmetic problems, data interpretation, and spatial relations.

Only those candidates who pass the qualifying written test with a score of 70% or higher will proceed to the interview weighted 100%.

The interview will cover training, experience, and general ability to perform the duties of this position.

Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible list.

**All exam notices will be mailed via U.S. Postal Service to the address indicated on the submitted application.**

The qualifying written test is scheduled to begin on **Saturday, May 2, 2015**. Candidates who are scheduled to take the examination and are unable to attend on scheduled date, will be asked to provide documentation verifying that they are unable to appear for the examination. All submitted documentation will be reviewed; if approved, accommodations will be made for a late administration of the examination.

Applicants MUST present their examination admittance notice and their valid California Driver License or other positive identification with a photograph and signature to be admitted to the written test.  
**NO LATE CANDIDATES WILL BE ADMITTED.**

**The written test is NOT reviewable by candidates per Civil Service Rule 7.19.**

## **Vacancy Information**

The resulting eligible list for this examination will be used to fill vacancies in the various district and downtown offices of the Assessor's Office.

## **Eligibility Information**

The names of candidates receiving a passing grade in the examination will be placed on an eligible list in the order of their score group for a period of six (6) months following the date of promulgation.

## **Available Shift**

Any

## **Application and Filing Information**

**APPLICATIONS MUST BE COMPLETED ONLINE ONLY. APPLICATIONS SUBMITTED BY U.S. MAIL, FAX, OR IN PERSON WILL NOT BE ACCEPTED.**

### **Instructions for filing online:**

Apply online by clicking the tab above or below this bulletin that reads "Apply to Job" which will be available starting on March 30, 2015 and end on April 1, 2015 at 5:00 p.m.

**We MUST receive your application by 5:00 p.m., PST, on the last day of filing.**

**Note:** If you are unable to attach required documents, you may fax them to (213) 617-3009 within fifteen (15) calendar days from the "File End Date." Please include your name, exam number, exam title, and daytime phone number.

Complete your application thoroughly and correctly so that you will receive full credit for your related education and experience. The acceptance of your application will depend on whether you have clearly shown that you meet the Selection Requirements. Please be sure your application shows complete information, including dates for education and jobs held which relate to this position. In the space provided for education, include the names and addresses of schools/colleges attended, degree(s) earned, and dates completed and specialized field of study. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed and salary earned. Attach any additional page(s) to your application, if necessary, to describe fully your related education and experience.

**All information supplied by applicants is subject to verification. Applications may be rejected at any stage during the selection process.**

All applicants must submit their applications online using their own, personal user ID and password .

For candidates who may not have regular access to a computer or the Internet, applications can be completed on computers located in libraries throughout Los Angeles County.

**County of Los Angeles  
Information**

**View details regarding Employment Eligibility Information, Social Security Act of 2004, Records of Convictions, Veterans Preference Credit, Los Angeles County Child Support Compliance Program, Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act by clicking on the link below:**

[COUNTY OF LOS ANGELES BULLETIN INFORMATION](#)

**OR**

Visit <http://hr.lacounty.gov> to view the above information. Click on Job Info Center Tab, and then click on County of Los Angeles Bulletin Information link under Some helpful links section.

**Equal Employment Opportunity:** It is the policy of the County of Los Angeles to provide equal employment opportunity for all qualified persons, regardless of race, religion, sex, national origin, age, sexual orientation, or disability.

All positions are open to qualified men and women pursuant to the Americans with Disabilities Act of 1990 and the California Fair Employment and Housing Act.

The County will attempt to meet reasonable accommodation requests whenever possible.

**Department Contact  
Name**

Alejandra Hinojosa

**Department Contact  
Phone**

213-974-3161

**Department Contact  
Email**

recruitment@assessor.lacounty.gov

**ADA Coordinator Phone**

213-974-3161

**Teletype Phone**

1-800-325-0778

**California Relay  
Services Phone**

800-735-2922

**Job Field**

General Government Services/Other

**Job Type**

All Others